CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS
ROOM 706, CITY HALL

TRANSFER/PROMOTIONAL OPPORTUNITY
NETWORK COORDINATOR - ASSOCIATE
MILWAUKEE FIRE DEPARTMENT

This position will manage activities related to the department's Records Management System, fire station work stations, and mobile units; support the microcomputer local area network (LAN), and maintain and troubleshoot Microsoft Windows operating systems both at the desktop and server levels.

This is a Milwaukee Fire Department civilian position under the jurisdiction of the Fire and Police Commission.

Essential Functions:
- Manages activities related to the local area network (LAN).
- Installs, maintains, and troubleshoots PC applications.
- Provides help desk support.
- Analyzes and recommends modifications for improving existing systems.
- Manages, performs or serves as resource to small to medium IT projects.
- Provides first and second level support for network problems
- Quickly resolves problems or arranges for vendor assistance as necessary.
- Reviews existing systems and procedures.
- Implements process improvements regarding application of present and emerging technology.
- Initiates IT projects that improve workflow and increase productivity.
- Develops training curriculum and tools to support the Computer Aided Dispatch/Records Management System.
- Secures or provides training for department network users.
- Develops and maintains the web site.
- Repairs printers and miscellaneous equipment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Knowledge, Skills and Abilities:
- Excellent skills in oral, written and graphic communication.
- Knowledge of LAN/WAN technology and protocols (TCP/IP,DNS, DHCP, SNMP) is required.
- Knowledge of Red Hat Linux, Windows scripting, VPN, IIS, Oracle and Apache Administration is desirable.
- MCSA/MCSE certification is preferred.
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Requirements:
- Current status as a regularly appointed employee of the City of Milwaukee.
- Associate's Degree in Information Technology, Management Information Systems or closely related field.
- At least 3 years experience in technical support in a LAN environment. Experience in a closely related area will be considered.
- Valid Wisconsin Driver's License with good driving record at the time of appointment and throughout employment. *Qualified candidates will be required to present a copy of their driving record at the time of interview.*

Note: Equivalent combinations of education and experience will be considered.

The Current Salary Range (004) is $41,604--$58,245 annually with excellent benefits.
Hours of work are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Network Coordinator-Associate (MFD)

The Selection Process will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Fire Department reserve the right to call only the most qualified candidates to oral examinations, performance tests or personal interviews. Information from the selection process will be used to make hiring decisions. The selected candidate will be <u>transferred or promoted</u> to the position.

Application Procedure: You may get applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee WI 53202-3554, by visiting our web site at www.milwaukee.gov/der, or by calling 414-286-3751.

All applications must be returned to **Mary McDougall** at the **Milwaukee Fire Department**, 711 W. Wells Street Street, 3rd Floor, Milwaukee, WI 53233 by March 16, 2005.

#05-035TR JF (SM)   March 2, 2005   EEO 203

The City of Milwaukee values and encourages diversity and is an Equal Opportunity Employer.